

**FLORIDA HOSPITAL
GRADUATE MEDICAL EDUCATION
AHP STUDENT POLICIES AND PROCEDURES**

In support of its educational mission, FH GME provides students with experience that offers a variety of clinical exposures in its Allied Health Training Programs or with its registered FH Medical Staff members in good standing. Rotating students are addressed in the Rotating Student Policies and Procedures. The training experience is designed to fulfill the requirements as outlined by the participating schools. The purpose of this policy is to provide an environment that is safe for patients, office staff, students and medical staff; respect patients' rights to privacy and confidentiality; and enhance the educational experience of the students.

- I. The Florida Department of Education, Commission for Independent Education, has formulated specific regulations in order to ensure that:
 1. The students are protected.
 2. The students will be under proper supervision.
 3. The responsibilities of the hospital, the school and the training program are properly delineated.
 4. The hospital is appropriately qualified to supervise the desired rotation.
 5. The students will receive the maximum benefit from the rotation experience.
 6. The citizens of Florida are protected by ensuring that students whom they may encounter in a hospital setting have received education comparable in quality and content to that provided by an accredited US school.
- II. AHP students applying for rotation at Florida Hospital must be enrolled in accredited schools.
- III. Schools must execute an affiliation agreement with Florida Hospital (GME Office) for their students to qualify for rotation at Florida Hospital sites.
- IV. ROTATION PROCEDURES
 1. AHP students must complete the FH GME application online and obtain prior approval from their school before being considered for acceptance. The page of the application form must be completed by the approving preceptor and fax directly to the GME office.

2. Applicants who have been approved for a rotation at Florida Hospital must report for general orientation with the AHP Coordinator prior to the start of their training.
3. Applicants who have been approved for a rotation at Florida Hospital must complete the I-Extend training within three days of the beginning of the scheduled rotation.
4. Students must be identified by an FH ID badge provided by the AHP Coordinator during orientation and the school's photo ID badge. Both badges must be worn at all times on FH sites. The FH ID badge must be returned at the end of the rotation period. There is an assessment of \$10.00 for unreturned or damaged FH ID badge.
5. For emergent circumstances approved by the preceptor, FH GME permits no more than 1 day off per two-weeks during each rotation training period.

V. REIMBURSEMENT OF SERVICE BY A STUDENT

1. Any contribution made by a student involving the performance of a service or billable procedure must be performed in the physical presence of a physician. Medicare does not reimburse for any service furnished by a student.
 2. Any contribution and participation of a student to the performance of a billable service (other than the review of systems and/or past, family and social history which are not separately billable, but are taken as part of an Evaluation / Management service) must be performed in the physical presence of a teaching physician or physical presence of a resident in a service meeting the requirements set forth in Medicare's teaching physician billing.
 3. Students may document services in the medical record. However, the documentation of an Evaluation / Management service by a student that may be referred to by the teaching physician is limited to documentation related to the review of systems and/or past family/social history. The teaching physician may not refer to a student's documentation of physical exam findings or medical decision making in his or her personal notes. If the student documents Evaluation / Management services, the teaching physician must verify and re-document the history of present illness as well as perform and re-document the physical exam and medical decision making activities of the service.
 4. Students must not write orders under any circumstance since such is beyond the scope of the functions for the AHP students in FH sites.
- VI. There may be extraordinary circumstances where there is a request for a rotation experience that does not meet the extent of this policy. Such requests may be approved at the discretion of the Director of Academic Affairs.

- VII. Students will abide by all applicable Florida Hospital policies.
- VIII. Any violation to any of the above policies will result in immediate termination of the rotation experience.